



**CRN 23204–ELEG 3303-P01 – PHYSICAL PRINCIPLES OF SOLID STATE DEVICES  
SPRING 2024**

**General Course Information**

<b>Information Item</b>	<b>Information</b>
<b>Instructor:</b>	A. Anil Kumar, Ph.D., Professor
<b>Section # and CRN:</b>	P01 CRN 23204
<b>Office Location:</b>	Room 316, New Electrical Engineering Building
<b>Office Phone:</b>	936-261-9909
<b>Email Address:</b>	aakumar@pvamu.edu
<b>Student Support Hours:</b>	Mondays: 1:00 PM – 2:00 PM Wednesdays: 2:00 PM – 4:00 PM. Tuesdays and Thursdays: 10:00 AM – 3:00 PM I can also set up special Zoom sessions in the evening, upon request.
<b>Mode of Instruction:</b>	Face-to-Face, Classroom Setting
<b>Course Location:</b>	Gilchrist, Room 109
<b>Class Days &amp; Times:</b>	Mondays and Wednesdays, 5:00 PM – 6:20 PM
<b>Catalog Description:</b>	(3-0) Credit 3 semester hours, Crystal structure, introduction to quantum concepts and discrete energy levels; atomic bonding, solid state band theory, Fermi-Dirac statistics, charge carrier transport, and introduction to semiconductor device physics and operation.
<b>Brief Course Description:</b>	This course is designed to provide an understanding of the basic principles that govern the operation of modern solid state and optoelectronic devices. The emphasis is on fundamentals and a few applications. The major portion of the course will be devoted to quantum mechanics and statistical physics with examples from solid state and materials physics and quantum electronics. This provides the basic background needed to understand the physics of device operations and also prepares the student for more advanced courses in solid state and quantum electronics (such as ELEG 4322 ELEG 6351). The issues discussed are truly global in the sense that the materials, design and fabrication involve multiple countries – the U.S., China, Hong Kong, Taiwan, Malaysia, Japan, to mention a few. The recent tariffs imposed on China created a global need to revisit the needed collaborations that in turn require an understanding of the cultural, economic and commercial aspects of the subject material.
<b>Prerequisites:</b>	Prerequisites: PHYS 2326, CHEM 1403 and MATH 2320.
<b>Co-requisites:</b>	None
<b>Required Text(s):</b>	Solid State Electronic Devices, by Ben G. Streetman and Sanjay K. Banerjee, Seventh Edition, Pearson, ISBN-13: 978-0-13-335603-8 If you happen to have one of the earlier editions, that is fine too. But keep up with the assigned problems for homework.
<b>Supplementary Text(s):</b>	Semiconductor Device Fundamentals, Robert F. Pierret, 2 <sup>nd</sup> Ed., Addison Wesley (1996), ISBN 9780201543933

<b>Supplementary Materials – Specific Content:</b>	<p><i>ECE 606 Solid State Devices L1.1: Solid State Devices</i>  <a href="https://www.youtube.com/watch?v=cWE_M2_xjLE">https://www.youtube.com/watch?v=cWE_M2_xjLE</a>  <i>Physics of Semiconductors and Nanostructures, Cornell University</i>  <a href="https://www.youtube.com/playlist?list=PLyWzPf87clvHHoXq9cZozCw-khGltqLag">https://www.youtube.com/playlist?list=PLyWzPf87clvHHoXq9cZozCw-khGltqLag</a>  <i>Neil deGrasse Tyson Explains The Weirdness of Quantum Physics</i>  <a href="https://www.youtube.com/watch?v=SDxzZHSBhw0">https://www.youtube.com/watch?v=SDxzZHSBhw0</a>  <a href="https://www.allaboutcircuits.com/textbook/semiconductors/chpt-2/quantum-physics/">https://www.allaboutcircuits.com/textbook/semiconductors/chpt-2/quantum-physics/</a></p>
<b>Supplementary Materials – Global Environment:</b>	<p><i>The global chip shortage, explained</i>  <a href="https://www.youtube.com/watch?v=IUfobGJVszs">https://www.youtube.com/watch?v=IUfobGJVszs</a>  <i>Why the Global Chip Shortage Is Hard to Overcome   WSJ</i>  <a href="https://www.youtube.com/watch?v=FP_g-as29x0">https://www.youtube.com/watch?v=FP_g-as29x0</a>  <i>Emerging Trends in Semiconductors</i>  <a href="https://www.youtube.com/watch?v=TzspmrkTT-8&amp;list=PLqYqvTonHe89deiFLhVSMmHYpdDEsBfnG">https://www.youtube.com/watch?v=TzspmrkTT-8&amp;list=PLqYqvTonHe89deiFLhVSMmHYpdDEsBfnG</a>  <i>Understanding The Global Semiconductor Industry</i>  <a href="https://www.youtube.com/watch?v=-RYSdUKxqaw">https://www.youtube.com/watch?v=-RYSdUKxqaw</a>  <i>The Future of Semiconductors</i> <a href="https://www.rambus.com/blogs/the-future-of-semiconductors/">https://www.rambus.com/blogs/the-future-of-semiconductors/</a>  <i>What's Ahead for the Semiconductor Industry?</i> <a href="https://www.industryweek.com/technology-and-iiot/article/22026855/whats-ahead-for-the-semiconductor-industry">https://www.industryweek.com/technology-and-iiot/article/22026855/whats-ahead-for-the-semiconductor-industry</a>  <i>Silicon chips are reaching their limit. Here's the future</i>  <a href="https://www.techradar.com/news/silicon-chips-are-reaching-their-limit-heres-the-future">https://www.techradar.com/news/silicon-chips-are-reaching-their-limit-heres-the-future</a>  <i>Semiconductors – the Next Wave</i></p>

**Student Learning Outcomes:**

<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome Alignment: ABET Criterion 3</b>
1. Demonstrate their ability to explain the need for a quantum mechanical approach to understanding material behavior.	<b>Relevant ABET Student Outcome Criterion:</b>  <b>Outcome 7:</b> An ability to acquire and apply new knowledge as needed, using appropriate learning strategies.
2. Demonstrate their capability to apply concepts and knowledge from physics, chemistry, quantum mechanics to describe semiconductor phenomena and how these phenomena are related to device operations.	
3. Demonstrate their familiarity with the current scientific and engineering issues and limitations relevant to device physics, operation and fabrication.	
4. Demonstrate their ability to acquire and apply new knowledge as needed, using appropriate learning strategies about semiconductor devices.	

**Why is This Course Relevant to You?**

First, you are surrounded by smart electronic devices. As an aspiring electrical engineer, you are expected to possess knowledge of such systems and issues.

Additionally, the world in which you live and work is fundamentally different from the one in which your parents, grandparents and teachers grew up. The economy is global. The digital revolution connected the entire world but also made it more dangerous. Such occurrences demand a new kind of graduate, who is not only technically competent, but also understands the economic, social and cultural issues.

*Specifically, globally competent students are able to perform the following four competences (from Veronica Boix Mansilla, in "Educating for Global Competence: Learning Redefined for an Interconnected World."):*

- Investigate the world beyond their immediate environment, framing significant problems and conducting well-crafted and age-appropriate research. (Global Awareness)
- Recognize perspectives, others' and their own, articulating and explaining such perspectives thoughtfully and respectfully.
- Communicate ideas effectively with diverse audiences, bridging geographic, linguistic, ideological, and cultural barriers. (Cultural Knowledge)
- Take action to improve conditions, viewing themselves as players in the world and participating reflectively.

**Course Contents**

1. Introduction to Solid-state Device Devices
2. Quantum Physics
3. Valence and Crystal Structure
4. Band Theory of Solids
5. Electrons and Holes
6. The P-N Junction
7. Insulated-gate Field-effect Structures (MOS-C, MOSFET, IGFET)
8. Superconducting Devices
9. Quantum Computing

**Method of Determining Final Course Grade**

Course Grade Requirement [Name each major requirement]	Value	Weight
1. Examination I	100	10%
2. Project 1	50	10%
3. Examination II (Mid-Term)	100	15%
4. Project 2	50	10%
5. B-Global Session	50	10%
6. Final Project – ABET Assessment	100	20%
7. Examination IV (Final – Cumulative)	200	15%
8. Quizzes	Varies	10%
<b>Total:</b>		<b>100%</b>

**Grading Criteria and Conversion:**

A: 90% or higher	B: 80% - 89%	C: 70% - 79%	D: 55%-69%	F: < 55%
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If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

**Assessment:** Assessment is an important activity to conduct during and at the end of the semester. The purpose is to assess the level of learning by the student to ensure that each student leaving the class has the appropriate level of expertise in the course as well as be prepared for the subsequent course(s). **Both formative and summative assessments will be conducted in the course.** Formative Assessment provides the student an opportunity to assess their learning throughout the semester. Four levels of competence will be assessed. The goal is to help students progress towards the highest level of competence. Details will be discussed in the class sessions.

**Detailed Description of Major Assignments:**

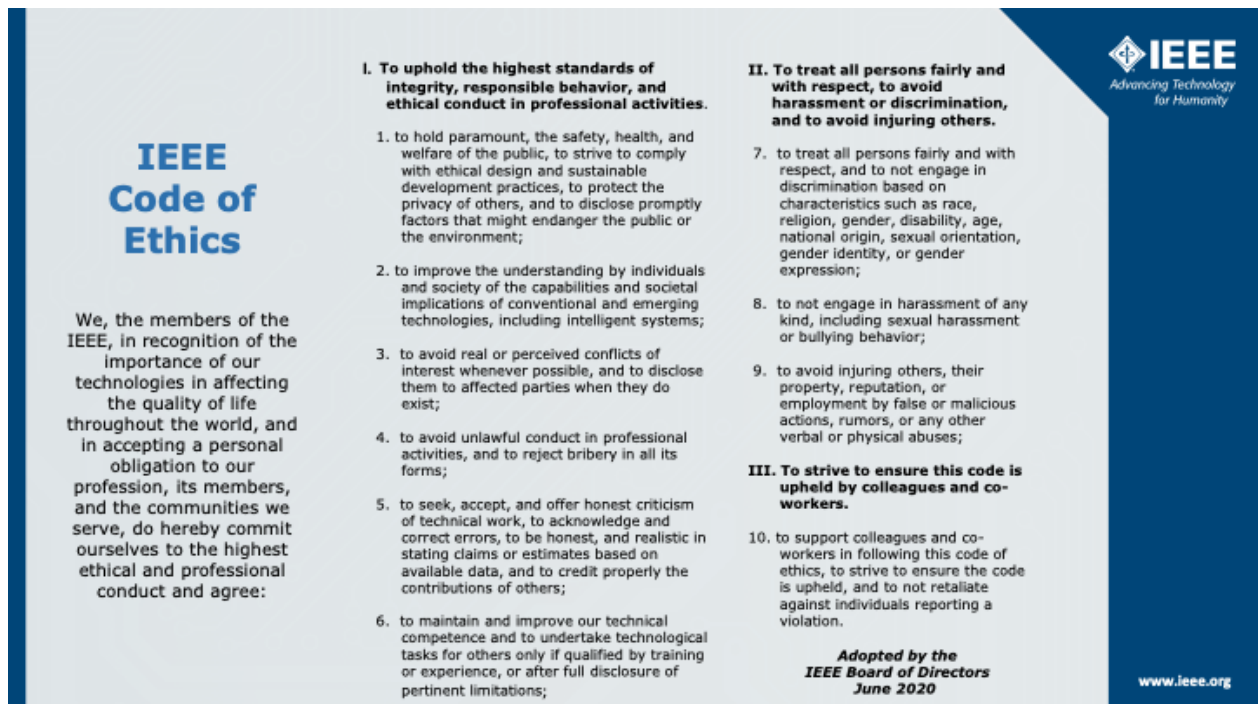
<b>Assignment Title or Grade Requirement</b>	<b>Description</b>
<b>1. Pre-Test</b>	On the second class day, January 22 <sup>nd</sup> , you will be taking a test that demonstrates your familiarity of relevant concepts from the pre-requisite courses – calculus, chemistry and physics. The purpose of this test to help you identify those concepts and refresh your memory and knowledge, so you are better prepared for the course,
<b>2. Examinations</b>	There will be three examinations, one during the fourth week, the mid-term and the final. Every student must take all exams on the assigned dates. Any student who misses an exam without a valid excuse will automatically receive zero for that exam. Make-up exams will be administered in accordance with university policy.
<b>3. Projects</b>	There will be three assigned projects. The projects will help the students to absorb the lectures through an interactive approach. Students are required to submit project reports and make brief presentations to the class. These projects will also serve to conduct a formative assessment of student learning during the semester in addition to the required summative assessment at the end of the semester.
<b>4. Project 1</b>	Discussed in class
<b>5. Project 2</b>	Discussed in class
<b>6. Project 3</b>	This will be aligned with ABET Outcome 7. It will involve research, computation and writing a report. The report should be submitted to Canvas. Examples of projects from previous semesters will be made available to give you an idea of what is involved.
<b>7. Panel Discussion session – Global Issues</b>	One class session will be reserved for this after the mid-term. This session will focus on the national and global environments impacting semiconductor industry. You will be provided with articles from technical and economics journals, as well as several web links with videos that address national and global issues, such as the Chip Act, the U.S.-China Decoupling, wireless technology wars, etc. During the session, each student will share a brief impression of the global implications of the subject from their point of view. They might also recommend one or more ways of addressing those issues. Each student will be asked to write a short but detailed paper on how he/she will approach towards addressing such an issue. The goal is for the students to have a truly global perspective of what they study in this course as well as develop an ability to transfer their learning to other related subjects.
<b>8. Homework</b>	I will be assigning several problems throughout the semester. They need not be submitted. They are assigned for the purpose of giving you practice.
<b>9. Quizzes</b>	There will be six to eight quizzes. Their purpose is to help you assess your own progress throughout the semester.
<b>10. Classwork</b>	During most sessions, a classwork will be given to you to practice on a new topic covered in the class.
<b>Please Note:</b>	No makeup examinations will be given except in cases of emergency. No “WP”s will be given, except under very special circumstances, and even then only while passing. No “I”s will be given, unless the stringent conditions specified in the University Catalog are satisfied.

## CONDUCT AND ETHICS

A strict code of ethics will be imposed in the class and in the examinations. Absolutely no talking or cheating will be permitted during the examinations. You shall take a pledge that you will not copy, steal or plagiarize someone else's work nor will you tolerate anyone else doing the same. It shall be the policy in this course to discourage any such activity to the extent possible rather than punish. HOWEVER, IN FAIRNESS TO ALL CONCERNED, CHEATING AND PLAGIARISM WILL BE DEALT WITH SEVERELY WHEREVER THEY ARE FOUND. You are advised to read and abide by the rules and the regulations of the University as mentioned in the Catalog, in particular the topics Student Life and Academic Regulations below. Graduating means more than completing a certain number of hours and obtaining a reasonable GPA. You must strive to develop a code of strict conduct, acquire a sense of discipline, serve as a role model to your juniors and in particular experience the feeling of accomplishment.

***If you have any questions or have any problems that you think I may be able to help with, please do not hesitate to contact me. I am here to help.***

### HAVE A PRODUCTIVE AND AN ENJOYABLE SEMESTER!



The poster features the IEEE logo in the top right corner with the tagline "Advancing Technology for Humanity" and the website "www.ieee.org". The main text is organized into three columns. The first column contains the title "IEEE Code of Ethics" and a paragraph of introductory text. The second and third columns contain numbered lists of ethical principles under three main headings: I, II, and III. The text is presented in a clean, professional layout with a blue and white color scheme.

**IEEE Code of Ethics**

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members, and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

**I. To uphold the highest standards of integrity, responsible behavior, and ethical conduct in professional activities.**

1. to hold paramount, the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment;
2. to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems;
3. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
4. to avoid unlawful conduct in professional activities, and to reject bribery in all its forms;
5. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest, and realistic in stating claims or estimates based on available data, and to credit properly the contributions of others;
6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;

**II. To treat all persons fairly and with respect, to avoid harassment or discrimination, and to avoid injuring others.**

7. to treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
8. to not engage in harassment of any kind, including sexual harassment or bullying behavior;
9. to avoid injuring others, their property, reputation, or employment by false or malicious actions, rumors, or any other verbal or physical abuses;

**III. To strive to ensure this code is upheld by colleagues and co-workers.**

10. to support colleagues and co-workers in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.

*Adopted by the IEEE Board of Directors June 2020*

[www.ieee.org](http://www.ieee.org)

## ACADEMIC CALENDAR – Spring 2024 – Full Term

<https://www.pvamu.edu/registrar/academic-calendars/spring-2024-16-week-session/>

Oct 16, 2023 Monday	Priority Deadline to Submit Financial Aid Verification Documents
Nov 06, 2023 Monday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Special Population)
Nov 07, 2023 Tuesday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Doctoral, Graduate, Post-Baccalaureate, Seniors)
Nov 08, 2023 Wednesday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Juniors)
Nov 09, 2023 Thursday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Sophomores)
Nov 10, 2023 Friday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Freshmen)
Nov 11, 2023 Saturday	Registration for all students for the December/January Mini-Mester and Spring 2024 Begins
Jan 15 Monday	Dr. Martin Luther King, Jr. Day Holiday (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change.
Jan 16 Tuesday	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Jan 16	First Class Day

Tuesday

Jan 16

Tuition & Fees Payment Due Date @ 5:00 p.m.

Tuesday

Jan 16 - Jan 23

Late Registration/Late Registration Fee Begins (\$50.00)

Tuesday through Tuesday

Jan 16 - Jan 24

Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled

Tuesday through  
Wednesday

Jan 30

Financial Aid Refunds begin

Tuesday

Jan 31

12th Class Day (Census Date)

Wednesday

Jan 31

Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)

Wednesday

Feb 01

Withdrawal from Courses with Academic Record ("W") Begins

Thursday

Feb 06

Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Tuesday

Feb 12

20th Class Day

Monday

Mar 07 - Mar 09

Mid-Semester Examination Period

Thursday through Saturday

Mar 11 - Mar 16

Spring Break (Student Break)

Monday through Saturday

Mar 13

Mid-Semester Grades Due

Wednesday

Mar 15

Spring Break (University Closed)\*Subject to approval by The Texas A&M University System Board of Regents and may change

Friday

Mar 20

Founders Day/Honors Convocation

Wednesday

Mar 26

Final Date to Apply for Spring 2024 Graduation (ceremony participation)

Tuesday

Mar 27

Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)

Wednesday

Mar 29

Good Friday (No Classes)\*Subject to approval by The Texas A&M University System Board of Regents and may change.

Friday

Apr 02

Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Doctoral, Masters, Post-Bacclaureate, Seniors)

Tuesday

Apr 06

Registration for all students for Summer/May Summer 2024, Mini-Mester 2024 and Fall 2024 Begins

Saturday



Apr 12  
Friday  
Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (no ceremony participation or name listed in the program)

Apr 26  
Friday  
Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024

Apr 26  
Friday  
Final Day to Withdraw from a Course or the University ("W") for the Spring 2024 16-week session

Apr 26  
Friday  
Last Class Day

Apr 29  
Monday  
Study Day(No Classes in Session)

Apr 30 - May 08  
Tuesday through Wednesday  
Final Exams

May 09  
Thursday  
Final Grades due for Graduation Candidates (12:00 pm)

May 11  
Saturday  
Commencement

May 14  
Tuesday  
Final Grades due for all other students (11:59 p.m.)

## **Student Support and Success**

### **John B. Coleman Library**

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

### **Academic Advising Services**

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911

### **The University Tutoring Center**

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### **Writing Center**

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

### **Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

### **Student Counseling Services**

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2<sup>nd</sup> floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

### **Office of Testing Services**

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

### **Center for Instructional Innovation and Technology Services (CIITS)**

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

### **Veteran Affairs**

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

### **Office for Student Engagement**

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston

Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## **University Rules and Procedures**

### **Academic Misconduct**

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### **Forms of Academic Dishonesty:**

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

### **Nonacademic Misconduct**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive

behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

### **Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

### **Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

### **Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

## **Technical Considerations**

### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

\* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

### **Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

### **Netiquette (online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

### **Video Conferencing Etiquette**

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

### **Technical Support**

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

### **Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.